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CIA-RDP70-00211R00020016014

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Report For Week Ending 9 October 1956
For
Records Center

During this week the following accessions were made:

PERS	29	Cu. Ft.
COMPT	65	" "
OCR	36	" "
OCI	1	" "
ORR	4	" "
MEDICAL	10	" "
OO	36	" "
Sub-Total:	181	Cu. Ft.
Finished Intelligence	46	" "
Total:	227	Cu. Ft.
Records Holdings	17,628	Cu. Ft.
Distribution Material Holdings	11,265	" "
Total:	28,893	Cu. Ft.

Distribution Material Disposed of at Center	52	Cu. Ft.
Distribution Material Transferred from Center	10	" "
Records Disposed of at Center	1	" "
Records Transferred from Center	1	" "

a. Reference

In the future, the medical office will maintain an index on all folders retired to the Center. This index will serve as a positive control for the folders in their respective job. Also, it will eliminate expanding the job every year or two.

b. Disposal

An agreement with the Acting C/D/GL/RR has been reached for the destruction of old copies of Acquisition List for Maps of Foreign Areas. Five copies of the unclassified material will be retained for a period of six months, then the copies seven months old will be destroyed. Five copies of the classified material will be retained for a period of eighteen months, then the copies nineteen months old will be destroyed. A total of 41 cubic feet of this material have been destroyed to date.

c. General

The testing period for the messenger envelope has been extended for another month. A tighter control will be maintained on their disposition, therefore enabling a better evaluation for the Records Management Staff.

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